

# County of Monroe

The Florida Keys



## BOARD OF COUNTY COMMISSIONERS

Mayor Heather Carruthers, District 3  
Mayor Pro Tem George Neugent, District 2  
Danny L. Kolhage, District 1  
David Rice, District 4  
Sylvia J. Murphy, District 5

Employee Services  
Human Resources  
The Historic GATO Cigar Factory  
1100 Simonton Street, 2<sup>nd</sup> Floor  
Key West, FL 33040

Posting Date April 22, 2016

### MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF ASSISTANT COUNTY ATTORNEY I, II, III, COUNTY ATTORNEY, KEY WEST IS NOW OPEN AT PAY GRADE 120-124 SALARY \$66,965.11 - \$127,370.46 /40 HPW.  
**(DEPENDING ON QUALIFICATIONS)**

• VETERANS PREFERENCE AVAILABLE:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
• SAFETY SENSITIVE POSITION:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
• GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
THIS POSITION: <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION	
<input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION	

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

  
EMPLOYEE SERVICES DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER  
ATAT019

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> ASSISTANT COUNTY ATTORNEY I		<b>Reports to:</b> County Attorney
<b>Position Grade:</b> 120	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 120-

### GENERAL DESCRIPTION

Primary function is to provide legal advice to and represent designated departments as assigned by the County Attorney or Deputy County Attorney.

### KEY RESPONSIBILITIES

1. \*Draft ordinances, resolutions, deeds, easements, restrictive covenants, contracts, and interlocal agreements to be approved by BOCC and other legal documents required by the division to which assigned.
2. \*Review for legal sufficiency ordinances, resolutions, contracts, and interlocal agreements prepared by other departments.
3. \*Research complex legal issues of concern to the BOCC, County departments, and constitutional officers.
4. \*Advise Commissioners, County Administrator, and Deputy County Administrator as needed.
5. \*Counsel on a regular, recurring basis the Division Director, Department heads and staff of the divisions & departments to which the attorney has been assigned by the County Attorney.
6. \*Represent the County at meetings and public hearings.
7. \*Prepare draft legal opinions and briefs for approval by the County Attorney related to issues and regulations of assigned divisions/departments.
8. \*Consult concerning legal matters on a regular and timely basis with the Division Director and any other County official whose authority may have an impact or be impacted by actions of the officers and staff to whom counsel is routinely provided, especially as related to the County's legal exposure to claims arising from the Division's actions and regulations.
9. \*Provide legal counsel for management, and policy-making or advisory boards in the conduct of their duties.
10. \*Assist in the coordination, conduct and supervision of litigation cases involving the assigned divisions/departments as requested by the County Attorney or Deputy County Attorney.
11. \*Respond to or advise staff on responses to public records requests.
12. \*Any other legal services as assigned by County Attorney or Deputy County Attorney.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.



**Position Title:** ASSISTANT COUNTY ATTORNEY I**Class Code:** 120-**Position Grade:** 120**KEY JOB REQUIREMENTS**

<i>Education:</i>	Law Degree or equivalent doctoral degree required.
<i>Experience:</i>	Two years as an attorney, preferably working for a government entity. May substitute relevant experience prior to bar admission.
<i>Leadership:</i>	Organize work around broad organizational goals and processes. Supervisor oversees my activities through regular meetings.
<i>Complexity:</i>	Oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization. Analyze and make recommendations on how to improve the operational performance of the organization.
<i>Decision Making:</i>	Oversee numerous functions and staff. Principally responsible for determining policies and procedures that will ensure the success of our operation.
<i>Relationships:</i>	Provide updates to senior managers, elected officials, or other community groups or organizations. Work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of my performance is tied to how well responses to members of the community or internal peers within the organization are handled.
<i>Working Conditions:</i>	Spend part of my time working in an environment where errors can lead to significant physical or mental consequences for me or others. . Intermittently fingering, hearing, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking. Also requires light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
<i>On Call Requirements:</i>	None.

**APPROVALS***Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*Name: [Signature] Signature: R. L. Shillineau Date: 7/30/14*County Administrator:*Name: Debbie Frederick Signature: [Signature] Date: 8/4/14

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> ASSISTANT COUNTY ATTORNEY II		<b>Reports to:</b> County Attorney
<b>Position Grade:</b> 122	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 122-7

### GENERAL DESCRIPTION

Primary function is to provide legal advice to and represent designated departments as assigned by the County Attorney or Deputy County Attorney.

### KEY RESPONSIBILITIES

1. \*Draft ordinances, resolutions, deeds, easements, restrictive covenants, contracts, and interlocal agreements to be approved by BOCC and other legal documents required by the division to which assigned.
2. \*Review for legal sufficiency ordinances, resolutions, contracts, and interlocal agreements prepared by other departments.
3. \*Research complex legal issues of concern to the BOCC, County departments, and constitutional officers.
4. \*Advise Commissioners, County Administrator, and Deputy County Administrator as needed.
5. \*Counsel on a regular, recurring basis the Division Director, Department heads and staff of the divisions & departments to which the attorney has been assigned by the County Attorney.
6. \*Represent the County at meetings and public hearings.
7. \*Prepare draft legal opinions and briefs for approval by the County Attorney related to issues and regulations of assigned divisions/departments.
8. \*Consult concerning legal matters on a regular and timely basis with the Division Director and any other County official whose authority may have an impact or be impacted by actions of the officers and staff to whom counsel is routinely provided, especially as related to the County's legal exposure to claims arising from the Division's actions and regulations.
9. \*Provide legal counsel for management, and policy-making or advisory boards in the conduct of their duties.
10. \*Assist in the coordination, conduct and supervision of litigation cases involving the assigned divisions/departments as requested by the County Attorney or Deputy County Attorney.
11. \*Respond to or advise staff on responses to public records requests.
12. \*Any other legal services as assigned by County Attorney or Deputy County Attorney.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.



**Position Title:** ASSISTANT COUNTY ATTORNEY II**Class Code:** 122-7**Position Grade:** 122**KEY JOB REQUIREMENTS**

<i>Education:</i>	Law Degree or equivalent doctoral degree required. Certification by the Florida Bar in City County and Local Government law preferred.
<i>Experience:</i>	Over 6 years as an attorney, preferably in the State of Florida with at least 4 of those years working for a governmental entity either as in-house or outside counsel.
<i>Leadership:</i>	Organize work around broad organizational goals and processes. Supervisor oversees my activities through regular meetings.
<i>Complexity:</i>	Oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization. Analyze and make recommendations on how to improve the operational performance of the organization.
<i>Decision Making:</i>	Oversee numerous functions and staff. Principally responsible for determining policies and procedures that will ensure the success of our operation.
<i>Relationships:</i>	Provide updates to senior managers, elected officials, or other community groups or organizations. Work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of my performance is tied to how well responses to members of the community or internal peers within the organization are handled.
<i>Working Conditions:</i>	Spend part of my time working in an environment where errors can lead to significant physical or mental consequences for me or others. . Intermittently fingering, hearing, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking. Also requires light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
<i>On Call Requirements:</i>	None.

**APPROVALS***Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*Name: Robert B. Shillinger Signature: [Signature] Date: 7/31/14*County Administrator:*Name: Debbie Frederick Signature: [Signature] Date: 8/4/14

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> ASSISTANT COUNTY ATTORNEY III		<b>Reports to:</b> County Attorney
<b>Position Grade:</b> 124	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 124-7

### GENERAL DESCRIPTION

Primary function is to provide legal advice to and represent designated departments as assigned by the County Attorney or Deputy County Attorney.

### KEY RESPONSIBILITIES

1. \*Draft ordinances, resolutions, deeds, easements, restrictive covenants, contracts, and interlocal agreements to be approved by BOCC and other legal documents required by the division to which assigned.
2. \*Review for legal sufficiency ordinances, resolutions, contracts, and interlocal agreements prepared by other departments.
3. \*Research complex legal issues of concern to the BOCC, County departments, and constitutional officers.
4. \*Advise Commissioners, County Administrator, and Deputy County Administrator as needed.
5. \*Counsel on a regular, recurring basis the Division Director, Department heads and staff of the divisions & departments to which the attorney has been assigned by the County Attorney.
6. \*Represent the County at meetings and public hearings.
7. \*Prepare draft legal opinions and briefs for approval by the County Attorney related to issues and regulations of assigned divisions/departments.
8. \*Consult concerning legal matters on a regular and timely basis with the Division Director and any other County official whose authority may have an impact or be impacted by actions of the officers and staff to whom counsel is routinely provided, especially as related to the County's legal exposure to claims arising from the Division's actions and regulations.
9. \*Provide legal counsel for management, and policy-making or advisory boards in the conduct of their duties.
10. \*Assist in the coordination, conduct and supervision of litigation cases involving the assigned divisions/departments as requested by the County Attorney or Deputy County Attorney.
11. \*Respond to or advise staff on responses to public records requests.
12. \*Any other legal services as assigned by County Attorney or Deputy County Attorney.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.



<b>Position Title:</b> ASSISTANT COUNTY ATTORNEY III	<b>Class Code:</b> 124-7	<b>Position Grade:</b> 124
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Law Degree or equivalent Doctoral Degree required. Certification by the Florida Bar in City County and Local Government law preferred.
<i>Experience:</i>	Over 10 years as an attorney, preferably in the State of Florida, with at least 6 of those years working for a governmental entity either as in-house or outside counsel.
<i>Leadership:</i>	Oversee, plan, and implement major programs and services for the organization. Report on my progress to the organization's executive team.
<i>Complexity:</i>	Oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization. Analyze and make recommendations on how to improve the operational performance of the organization.
<i>Decision Making:</i>	Responsible for determining goals, policies, and desired outcomes for multiple units. Determine the appropriate level of resources to meet the organization's needs.
<i>Relationships:</i>	Provide updates to senior managers, elected officials, or other community groups or organizations. Work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of my performance is tied to how well I respond to members of the community or internal peers within the organization.
<i>Working Conditions:</i>	Spend part of time working in an environment where errors can lead to significant physical or mental consequences for me or others. Intermittently fingering, hearing, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking. Also requires light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>Robert B. Shilling</u>	Signature: <u>[Signature]</u>	Date: <u>7/30/14</u>
<i>Deputy County Administrator:</i>		
Name: <u>Debbie Frederick</u>	Signature: <u>[Signature]</u>	Date: <u>8/4/14</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_